

Creating New Gaggle Accounts with the Student Setup Program

The Student Setup Program will assist you with importing new users into your Gaggle school account.

The application will take a list of user names and create a text file formatted so that the accounts can be quickly imported into Gaggle.

Below are the step by step instructions for using the Student Setup Program:

1. Compile a list of your students in your word processing program. Each student name should be listed on it's own line. The first and last names can be separated by a space or they can be separated by a comma.

Examples:

Jeff Patterson
Mike Kessler
Bill Gates
George Washington

Jeff, Patterson
Mike, Kessler
Bill, Gates
George, Washington

Patterson, Jeff
Kessler, Mike
Gates, Bill
Washington, George

2. Highlight the entire list of names and choose "Copy" from the "File" menu of your word processor.

3. Launch the Student Setup program.

4. Place the Cursor in the "Student Names" field and paste the text that was copied in step #2.

5. If your names are separated by commas, choose the appropriate settings from the middle of the screen. Click the checkbox and then choose either "Last Name, First" or "First Name, Last" (If your names are separated by spaces you can ignore this step.)

6. Choose the Screen Name Pattern from the drop down menu on the right. There are many choices. Common formats are "first initial & last name" or "first name and last initial."

7. The password base can be left alone. This will generate random passwords combining the bases plus a number between 1 and 100. i.e. red45, green72 etc.

You can choose different bases such as animal names, planets etc.

8. The Screen name Separator can be left blank. This is a character string that would go between the first initial and last name. For instance, you could enter a hyphen to get "j-patterson" or an underscore for "j_patterson". You can also enter several characters such as "_**_" for "j_**_patterson."

9. The User Name Extension can also be left blank. This is a character string that would go at the end of the user name. Many schools use a period and the initials of the school such. An example is ".WMS" for Walker Middle School. The resulting name would be "jpatterson.wms"

10. After specifying any desired parameters in steps #6-#9, click the yellow Create Button.

11. Next, you will see a results screen. Put a name such as "Mrs Smiths Class" at the top and then choose Export. It will export a text file with the user information. Afterwards quit the Student Setup program.

12. Go to your word processor and open up the file "Mrs Smiths Class.txt" that was created.

13. Highlight and copy the part of the text that looks like:

```
J-Patterson.wms|Jeff Patterson|brown91|Ask your teacher or Group Master|
M-Kessler.wms|Mike Kessler|brown8|Ask your teacher or Group Master|
B-Gates.wms|Bill Gates|blue58|Ask your teacher or Group Master|
G-Washington.wms|George Washington|yellow4|Ask your teacher or Group Master|
```

14. Log onto Gaggle your School Master, School Administrator or Teacher account. Click on the link that says "User List" on the left side of the screen.

15. Scroll down to the middle where you see the Import Users section. Paste the text into the box.

16. From the Administrator Menu, choose someone to be responsible for these students. Click on the blank menu and you will see all of the educators in your school group.

17. Press the Import button.

18. After it finishes, a message will appear at the top of the screen in a red box. If the box says "Users Imported," it worked. Proceed to step #21.

19. If there was an error, it will appear at the top of the screen. It is common to see a message such as:

Username b-gates.wms: not unique in domain

No users imported. Correct errors and try again.

This means that someone else on Gaggle already has the name "b-gates.wms". You should change the user name to something else and try it again. For instance, you could use "b-gates2.wms". Make the change to the text file, "Mrs Smiths Class.txt", and then repeat from step #16.

20. Go back to the test file, "Mrs Smiths Class.txt." The bottom part of the file can be printed out. It lists all of the student accounts, their user names and passwords. We suggest printing out the page and cutting it into strips. Hand each student the strip of paper with their information.

Be sure to note any username changes that were made in step #19.

Suggestions:

- To avoid running into user names that are already taken on Gaggle, you can purchase a custom domain name to use with your Gaggle accounts. You could then have "jeff@myschool.com"
- If you have lots of students to import, we suggest importing them in small batches. If you import one class list at a time, you can specify the correct teacher/administrator.
- The "Student_Setup_Worksheet.xls" is an excel spreadsheet. It offers another way to format the import text. It should be used when you want to use specific User Names and Passwords.